

**Associate Deans Council**  
**November 14, 2012**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Jeremy Baham, Donny Banerjee, Ray Berryhill, Thomas Bourgeois, Royce Bowden, Lori Bruce, Tim Chamblee, Karen Coats, Ryan Colvin, Robert Cooper, Randy Follett, Nancy Fultz, Rene Hunt (for Mike Rackley), Mitzy Johnson, Dinetta Karriem, David Lewis, Patricia Matthes, Scott Maynard, Elton Moore, Linda Morse, Ian Munn, James Orr, Gail Peyton, Julia Porter, Lynn Reinschmidt, Kevin Rogers, Steve Taylor, Walter Taylor, Rick Travis.

Peter Ryan called the meeting to order at 1:30 p.m. in 611 Allen Hall.

**1. Consideration of the minutes.**

Randy Follett made the motion and Julia Porter seconded to approve the minutes of October 24, 2012. The motion was approved unanimously.

**2. Announcements.**

- Peter Ryan reported on the Provost's announcement that Dr. John Dickerson has accepted the offer to serve as the next Registrar of MSU with a start date of January 16, 2013. He has served at Copiah-Lincoln Community College and formerly in the Office of Admissions and Scholarships at MSU. He will attend the December commencement to become familiar with the procedures before the departure of the Interim Co-Registrars. Peter Ryan thanked Lynn Reinschmidt and Linda Buehler for their excellent service to the university and noted appreciation for the assistance of the staff in the Registrar's office since the retirement of both the Registrar and Associate Registrar. He also noted the promotion of Amy Adkerson to the position of Associate Registrar.
- The university will be closing on Wednesday, November 21 at 12 noon for Thanksgiving Holidays.
- The fall commencement will be held on Saturday, December 15, 2012 at 10:00 a.m. There are approximately 1000 students that have registered to participate in the ceremony. All faculty were encouraged to attend.
- Linda Morse announced a webinar training opportunity provided by the Center for Teaching and Learning, Improving Accessibility in Online Courses, to be held on Friday, November 16 at 12:00 – 1:30 p.m.
- Linda Morse announced the training of the pilot faculty for Blackboard Learn 9.1 that will replace the current software used for myCourses. There are 29 faculty members registered to participate in the pilot program which will begin in January, 2013.
- Peter Ryan reported on the discussion at the last Information Security Committee meeting regarding assaults on computers at the university via email that use the university logo and ask for employee password and security information.
  - Department heads and faculty need to be reminded that ITS will never ask for secure information such as social security numbers, passwords, etc. and to please ignore these requests and not fall victim to compromising systems.
  - Rene Hunt stated that if employees have problems or questions to contact Mike Rackley or Tom Ritter.
  - Another important issue for concern is university personnel with Banner access who have moved from one unit to another unit. ITS needs to be notified if an employee's banner access is no longer required and needs to be removed.
  - Thomas Bourgeois stated that ID cards and physical keys should be forfeited when employment is terminated at the university.

### **3. Chair's Report.**

#### **a. Online Withdrawal**

- Peter Ryan reported for Wes Ammon on the subgroup that met to discuss the online withdrawal process. The issue addressed was that there was no opportunity for student and academic advisor conversation before the completion of a withdrawal.
- The group agreed on a compromise that when a student enters banner to initiate a withdrawal he/she will be asked -yes or no – to speak to an advisor. If the student chooses no, then the second page would be a series of questions dealing with the impact that the withdrawal decision will have on housing, financial aid, etc.
- This process will be an acknowledgment that the student has been given an option and made aware of the process if or when he/she returns to the university.
- The group will meet again to discuss the appropriate language for the withdrawal process to be in place for next semester.

#### **b. AOP 12.09 Class Attendance and Reporting Absences**

- David Lewis reported that the draft has been sent out to the subcommittee members for any further revisions before bringing forward to the council.

### **4. AOP/OP**

#### **AOP 13.23 Faculty Workload**

Peter Ryan reported that the policy will be tabled at the request to be reviewed first by Faculty Senate.

#### **OP 1.17 Formal Distance Education**

Steve Taylor presented a draft of the revised policy for the newly reorganization of the Center for Distance Education.

- The new draft updates the definition of Distance Education, defines a distance education student, ensures academic integrity, and ensures that the colleges and departments own the courses.
- After further discussion and suggested revisions, Steve Taylor will make the approved edits to the policy. The document was approved to be forwarded on to Deans Council for further review.

#### **Proposed AOP Graduate Student Grievance**

Karen Coats presented the revised proposal that was reviewed and approved by General Counsel. After further review and discussion, Karen Coats will make the minor suggested edits and forward to Deans Council for further consideration.

### **5. New Business.**

Lynn Reinschmidt updated the council on the recent health issues of the wife of former Registrar, Butch Stokes.

**The meeting was adjourned at 2:40p.m.**